



STATE OF ILLINOIS
Children & Family Services
406 East Monroe Street
Station #373
Springfield, IL 62701-1498

<http://work.illinois.gov>

Invites applications for the position of:

SENIOR PUBLIC SERVICE ADMINISTRATOR - OPT 6

An Equal Opportunity Employer

BID ID #: 1831029-319708S

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: TA000

SALARY

\$4,295.00 - \$12,128.00 Monthly

OPENING DATE: 05/25/18

CLOSING DATE: 06/08/18 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Subject to management approval of the Regional Administrator, serves as Program Manager; leads, plans, develops, and directs the administration of comprehensive program support services for the region, including Permanency Achievement, regional Housing and Cash Assistance, regional Recruitment and Resources, Foster Care Support, Agency Performance, and various other contractual and Departmental services; maintains authority and accountability for the performance of program activities within area of oversight; provides input into the formulation and development of policies and procedures; coordinates program services with other public and private agencies; serves as full line supervisor of subordinate staff; recommends and imposes discipline for staff within realm of oversight.

MINIMUM REQUIREMENTS

Requires an MSW and four years of administrative child welfare experience or a master's degree in a related human services field, in business administration, or a juris doctorate, and five years of administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

WORK HOURS & LOCATION/AGENCY CONTACT

Work Hours: 8:30 AM - 5:00 PM

Work Location: 200 S. Wyman St. Fl. 2 Rockford, Illinois 61101

Supervisor: C. Ruzicka

Agency Contact:

Lora Busse-Fleck, Personnel Liaison
Bureau of Operations – Northern Region
8 E. Galena Blvd
Aurora, IL 60506
Phone: (630) 801-3575
Fax: (630) 801-3530
Email: Lora.Busse-Fleck@illinois.gov

HOW TO APPLY

SUBMIT NOTICE OF INTEREST IN VACANCY FORM AND/OR APPLICATION TO CONTACT AS LISTED ABOVE. CURRENT STATE EMPLOYEES SEEKING A PROMOTION MUST ALSO: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM TO THE CONTACT PERSON OR YOUR BID WILL BE REJECTED.

IF YOU ARE NOT A CURRENT STATE EMPLOYEE, OR HAVE NEVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS, PLEASE CLICK ON THE LINK BELOW FOR INSTRUCTIONS ON HOW TO APPLY.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Senior Public Service Administrator:

Option 6 - Health & Human Services

[Class Specification](#)

[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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